

September 5, 2012

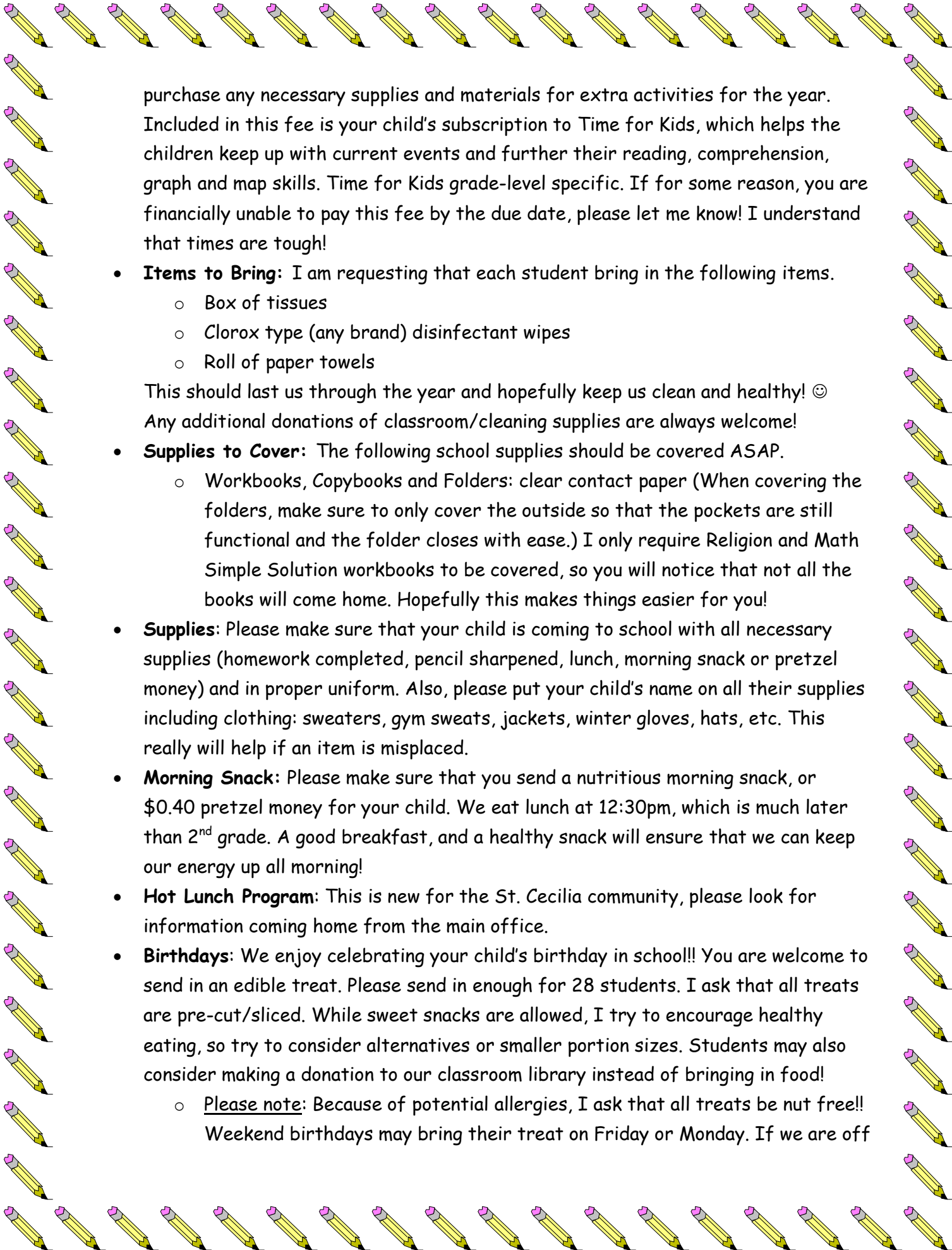
Dear Parents,

Welcome to 3<sup>rd</sup> grade! I would first like to thank you for choosing Catholic school for your child's education. We are so blessed to have your child with us at St. Cecilia. Each student is a gift from God and will bring so much to our class and school community!

My name is Miss Melissa Larrisey and this is my third year teaching, as well as my third year at St. Cecilia. I graduated from Kutztown University in 2010 with a BS in Education and a PA Teaching Certification K-6. My clinical experience was in 3<sup>rd</sup> grade in the Reading School District. Last fall I began my Masters of Education and Reading Specialist program at Kutztown University, and I'm proud to say I am halfway complete! Prior to college, I attended 12 years of Catholic school here in the Archdiocese of Philadelphia. I am so excited to have the opportunity to give back to the schools that made me who I am today.

There are some things that I would like to inform you of prior to Back to School Night (September 11<sup>th</sup>, 6:30pm, Rm. 33) and they are outlined below. I realize this is lengthy and possibly overwhelming, but your understanding of this information will ensure that our school year runs as smoothly as possible! Also, you will now have it all in writing to refer to!

- **Yellow Folder:** This yellow folder is your child's Take Home folder. They will bring it home every night. The Right side is the Return to school side. Any papers that need to return to school will be on this side of the folder. If you are sending any notes, fees, etc. into school, please place them in this pocket as well. (If you are sending any money into school, please put it in a sealed envelope with your child's name, Rm 33, what the money is for and the enclosed amount clearly marked on the front.) The Left side is the Leave at home side. These papers can simply be removed and are yours to review and keep.
- **Information Sheet:** Please complete the attached information sheet and return it to school with your child tomorrow. ( yellow folder, R side ☺ ) I need to verify this information, so this will be a great help to me. When completing the phone number section of this form, please indicate whether the numbers are home or cell numbers. This eliminates lots of confusion!
- **Stationary:** A separate page with the required stationary supplies and fee will be sent home on Friday of this week. Please look for it in your child's yellow folder. **If you still have a large school issued pencil case in good condition, please send it into school tomorrow. You will not need to purchase a new one.**
- **Class Fee:** There is a \$15 required class fee, due on Fri., October 5<sup>th</sup>. **Please pay in cash, or a check payable to me, Melissa Larrisey.** This fee allows me to

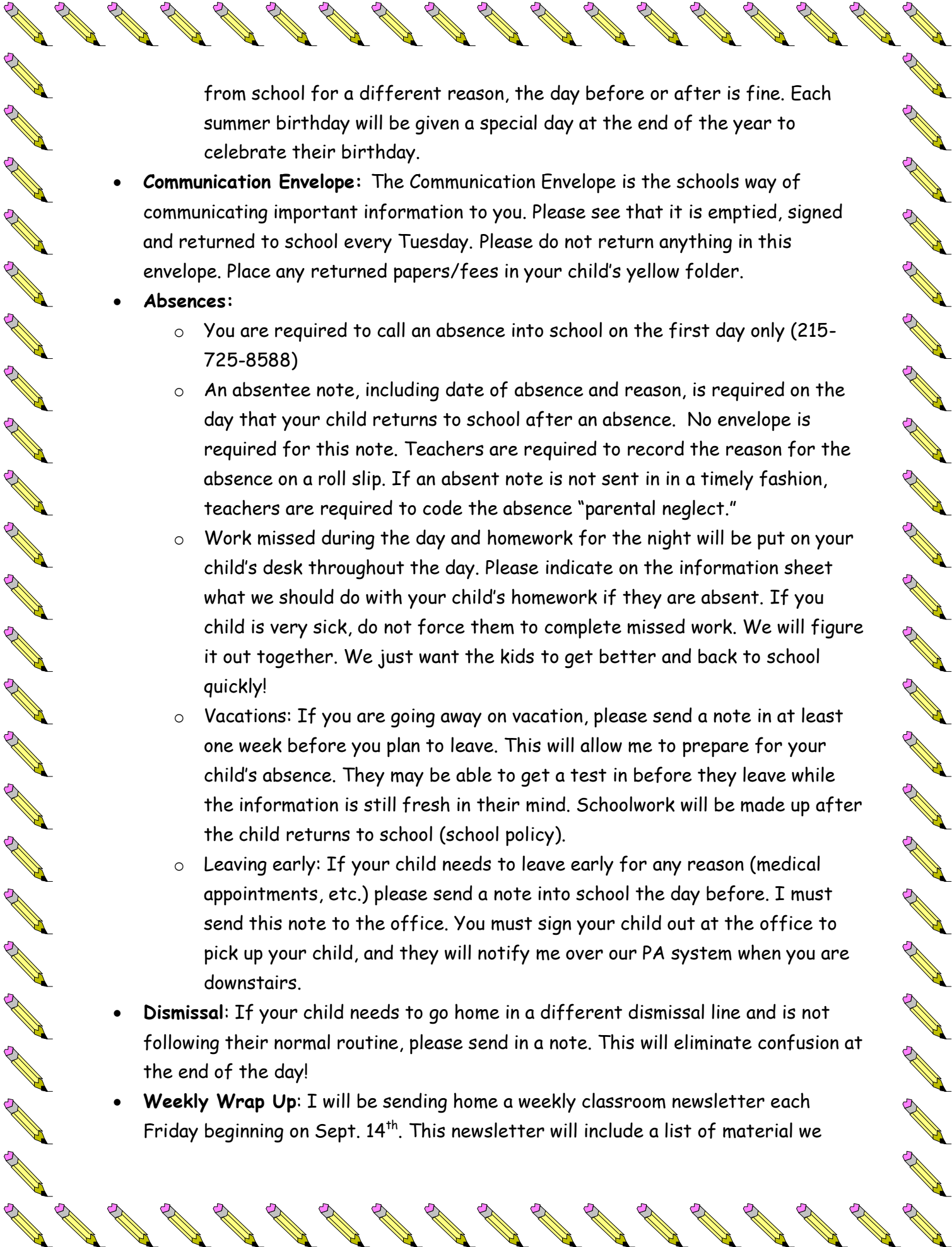


purchase any necessary supplies and materials for extra activities for the year. Included in this fee is your child's subscription to Time for Kids, which helps the children keep up with current events and further their reading, comprehension, graph and map skills. Time for Kids grade-level specific. If for some reason, you are financially unable to pay this fee by the due date, please let me know! I understand that times are tough!

- **Items to Bring:** I am requesting that each student bring in the following items.
  - Box of tissues
  - Clorox type (any brand) disinfectant wipes
  - Roll of paper towels

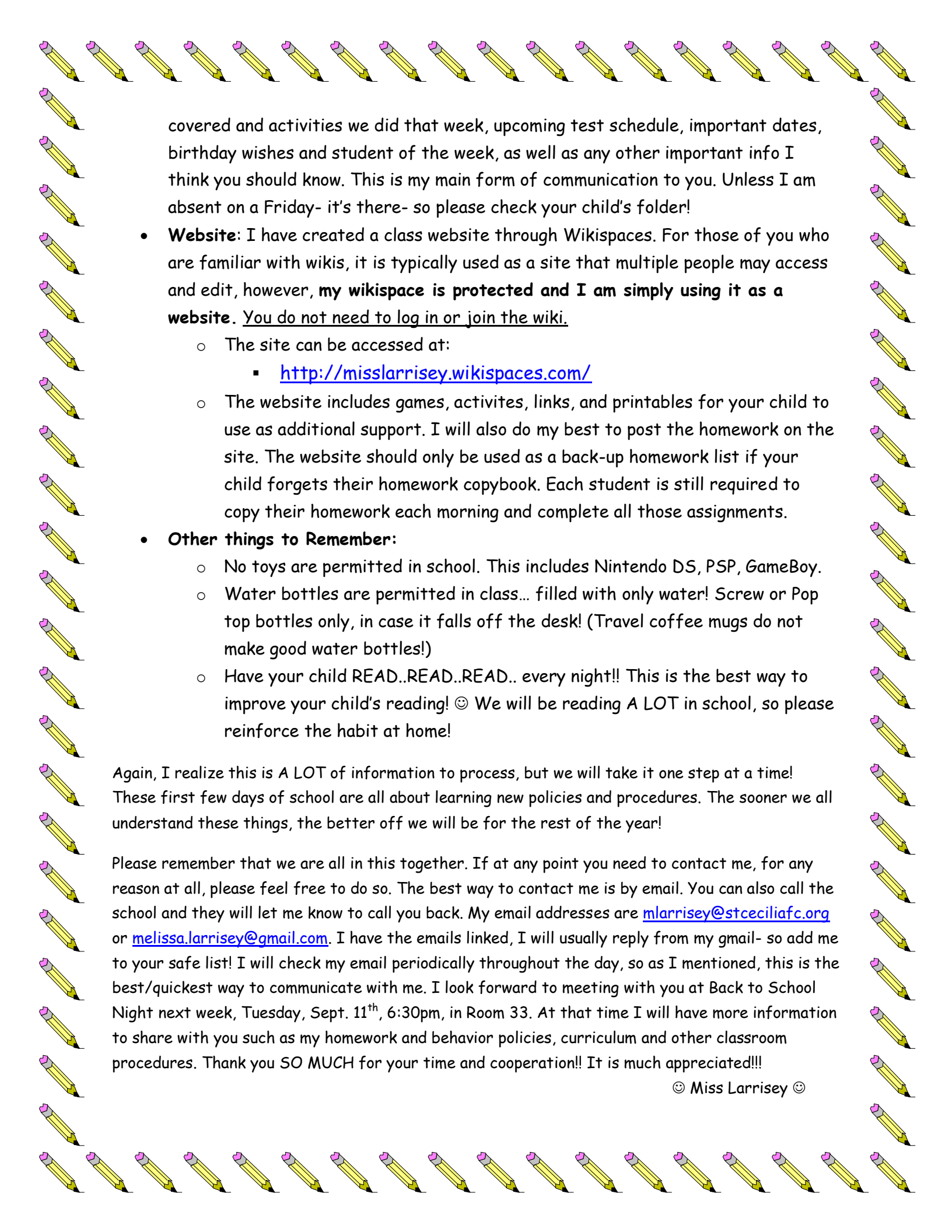
This should last us through the year and hopefully keep us clean and healthy! ☺  
Any additional donations of classroom/cleaning supplies are always welcome!

- **Supplies to Cover:** The following school supplies should be covered ASAP.
  - Workbooks, Copybooks and Folders: clear contact paper (When covering the folders, make sure to only cover the outside so that the pockets are still functional and the folder closes with ease.) I only require Religion and Math Simple Solution workbooks to be covered, so you will notice that not all the books will come home. Hopefully this makes things easier for you!
- **Supplies:** Please make sure that your child is coming to school with all necessary supplies (homework completed, pencil sharpened, lunch, morning snack or pretzel money) and in proper uniform. Also, please put your child's name on all their supplies including clothing: sweaters, gym sweats, jackets, winter gloves, hats, etc. This really will help if an item is misplaced.
- **Morning Snack:** Please make sure that you send a nutritious morning snack, or \$0.40 pretzel money for your child. We eat lunch at 12:30pm, which is much later than 2<sup>nd</sup> grade. A good breakfast, and a healthy snack will ensure that we can keep our energy up all morning!
- **Hot Lunch Program:** This is new for the St. Cecilia community, please look for information coming home from the main office.
- **Birthdays:** We enjoy celebrating your child's birthday in school!!! You are welcome to send in an edible treat. Please send in enough for 28 students. I ask that all treats are pre-cut/sliced. While sweet snacks are allowed, I try to encourage healthy eating, so try to consider alternatives or smaller portion sizes. Students may also consider making a donation to our classroom library instead of bringing in food!
  - Please note: Because of potential allergies, I ask that all treats be nut free!! Weekend birthdays may bring their treat on Friday or Monday. If we are off



from school for a different reason, the day before or after is fine. Each summer birthday will be given a special day at the end of the year to celebrate their birthday.

- **Communication Envelope:** The Communication Envelope is the schools way of communicating important information to you. Please see that it is emptied, signed and returned to school every Tuesday. Please do not return anything in this envelope. Place any returned papers/fees in your child's yellow folder.
- **Absences:**
  - You are required to call an absence into school on the first day only (215-725-8588)
  - An absentee note, including date of absence and reason, is required on the day that your child returns to school after an absence. No envelope is required for this note. Teachers are required to record the reason for the absence on a roll slip. If an absent note is not sent in in a timely fashion, teachers are required to code the absence "parental neglect."
  - Work missed during the day and homework for the night will be put on your child's desk throughout the day. Please indicate on the information sheet what we should do with your child's homework if they are absent. If you child is very sick, do not force them to complete missed work. We will figure it out together. We just want the kids to get better and back to school quickly!
  - Vacations: If you are going away on vacation, please send a note in at least one week before you plan to leave. This will allow me to prepare for your child's absence. They may be able to get a test in before they leave while the information is still fresh in their mind. Schoolwork will be made up after the child returns to school (school policy).
  - Leaving early: If your child needs to leave early for any reason (medical appointments, etc.) please send a note into school the day before. I must send this note to the office. You must sign your child out at the office to pick up your child, and they will notify me over our PA system when you are downstairs.
- **Dismissal:** If your child needs to go home in a different dismissal line and is not following their normal routine, please send in a note. This will eliminate confusion at the end of the day!
- **Weekly Wrap Up:** I will be sending home a weekly classroom newsletter each Friday beginning on Sept. 14<sup>th</sup>. This newsletter will include a list of material we



covered and activities we did that week, upcoming test schedule, important dates, birthday wishes and student of the week, as well as any other important info I think you should know. This is my main form of communication to you. Unless I am absent on a Friday- it's there- so please check your child's folder!

- **Website:** I have created a class website through Wikispaces. For those of you who are familiar with wikis, it is typically used as a site that multiple people may access and edit, however, **my wikispace is protected and I am simply using it as a website.** You do not need to log in or join the wiki.
  - The site can be accessed at:
    - <http://misslarrisey.wikispaces.com/>
  - The website includes games, activities, links, and printables for your child to use as additional support. I will also do my best to post the homework on the site. The website should only be used as a back-up homework list if your child forgets their homework copybook. Each student is still required to copy their homework each morning and complete all those assignments.
- **Other things to Remember:**
  - No toys are permitted in school. This includes Nintendo DS, PSP, GameBoy.
  - Water bottles are permitted in class... filled with only water! Screw or Pop top bottles only, in case it falls off the desk! (Travel coffee mugs do not make good water bottles!)
  - Have your child READ..READ..READ.. every night!! This is the best way to improve your child's reading! ☺ We will be reading A LOT in school, so please reinforce the habit at home!

Again, I realize this is A LOT of information to process, but we will take it one step at a time! These first few days of school are all about learning new policies and procedures. The sooner we all understand these things, the better off we will be for the rest of the year!

Please remember that we are all in this together. If at any point you need to contact me, for any reason at all, please feel free to do so. The best way to contact me is by email. You can also call the school and they will let me know to call you back. My email addresses are [mlarrisey@stceciliafc.org](mailto:mlarrisey@stceciliafc.org) or [melissa.larrisey@gmail.com](mailto:melissa.larrisey@gmail.com). I have the emails linked, I will usually reply from my gmail- so add me to your safe list! I will check my email periodically throughout the day, so as I mentioned, this is the best/quickest way to communicate with me. I look forward to meeting with you at Back to School Night next week, Tuesday, Sept. 11<sup>th</sup>, 6:30pm, in Room 33. At that time I will have more information to share with you such as my homework and behavior policies, curriculum and other classroom procedures. Thank you SO MUCH for your time and cooperation!! It is much appreciated!!!

☺ Miss Larrisey ☺